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Inclosure # 1

Office of Research and Reports
Geographic Research Area
Map Library Division

CONTROL SECTION

Mission

The Control Section is responsible for assuring the secure, orderly, and properly recorded flow of correspondence and materials entering and leaving the CIA Map Library.

Functions

The Control Section shall:

1. Receive, record, and appropriately forward incoming and outgoing correspondence and materials related to the Inter-Agency Foreign Map Procurement Program operated through the Department of State.

2. Receive, record, and appropriately forward correspondence and materials related to other support activities of the Map Library Division.

3. Screen and route intelligence documents received by the Division Chief in his dual capacity as head of the CIA Map Library and Coordinator for Maps, IRC, Department of State.

4. Process Division requests for materials held by other components or agencies and maintain administrative controls on the reproduction and translation of Map Library materials.

5. Process and disseminate map materials held by the Division in accordance with standing distribution lists.

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